



AmpliFund 



Applicant Training

Kansas Department of Corrections

Agenda

- Welcome & Introductions
- Getting ready to register on the AmpliFund Applicant Portal
- Applicant Portal Demonstration
 - Navigation Overview
 - Opportunity Review
 - Application Process Review
 - Administration Section
- Q&A

Supported Browsers

- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Microsoft IE 11 +
- Apple Safari 10+

User Registration Basics

- User registration is required to:
 - Save an opportunity
 - Apply for an opportunity
- Information you'll need to register:
 - Email address
 - Contact information
 - Organization contact information
- What happens next?
 - Accept the terms & conditions then you'll have full access to the applicant portal

To enable collaboration across your organization one user should set up the organization and invite users





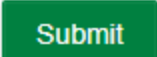
Applicant Portal Demonstration

Q&A

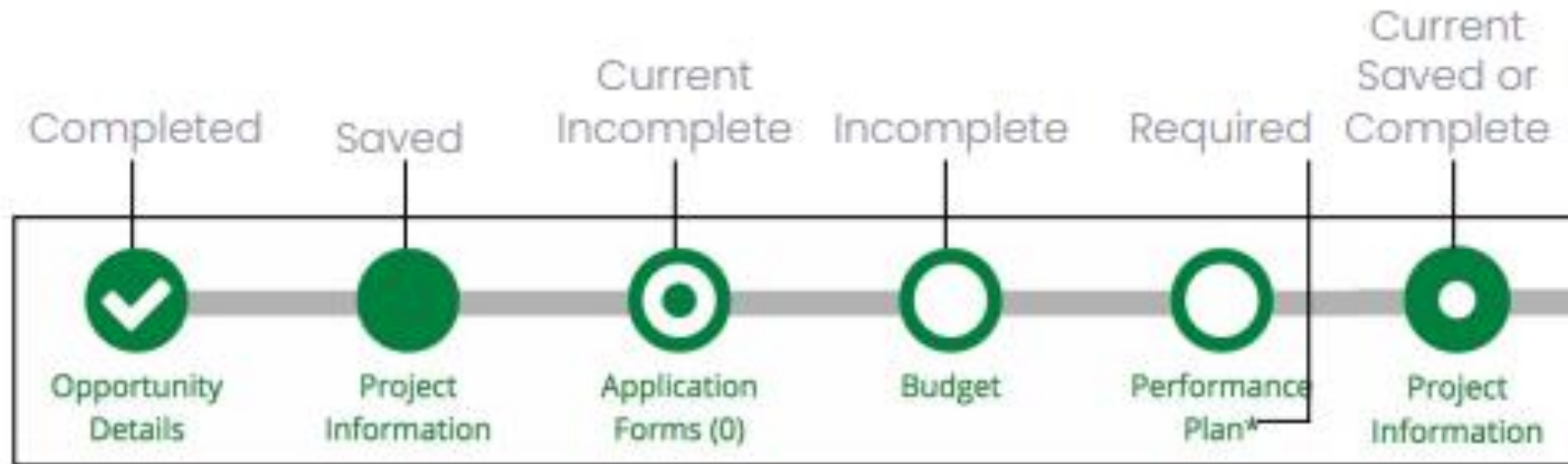
Key administration section features

- View applications
- Update account information
- Add users
- Access FAQ

Key steps to complete an application

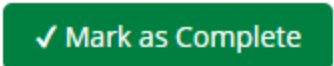
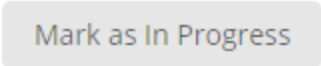
1. Click 
2. Complete Project Information
3. Complete Application form(s)
4. Complete Budget template
5. Mark each section as Complete  = 
6. Review & Download Application (if desired) 
7. Click Submit 

Application Progress Bar



Application Tips

- You can complete the application sections in **any order**
- Click on the **circle** of a section to navigate to that section
- You must hit **Save** or **Mark as Complete** to save your work
- If you've marked a section as "*Mark as Complete*" you can go back and **edit** that section by hitting "*Mark as in Progress*"

 ✓ Mark as Complete Mark as In Progress

- **Every section must be marked as complete to submit your application**
- Submitted applications cannot be edited, you may **withdraw** but would need to complete a new application

Application submitted email confirmation

Hello Emily,

You are receiving this notification because the application test2 has been successfully submitted for the Example Opportunity.

test2 9/24/2020 4:57 PM (Eastern Daylight Time)

Please login to AmpliFund to review the submitted application.

Regards,
AmpliFund Administrator